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USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position.

Advertisement No. : USAID/16-16

Position Title : Project Management Assistant

Opening Date : July 27, 2016

Closing Date : August 17, 2016

Number of Positions : One (1)

Office : Health Office (HO)

Grade : FSN-8

Location : The position is based at New Delhi.

Working Hours : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

Education:

Completion of Secondary School, and two years of College/University degree/college level training, is required.

Experience:

A minimum three years of substantive and progressively responsible experience in providing office support, or related work with an international or donor organization, or equivalent work with a private or host-government entity is required.

Duties:

The Project Management Assistant (PMA) position is located in the Health Office (HO) of USAID/India and the incumbent works under the supervision of the Health Office Director and/or his/her designee. The incumbent provides substantive support to Health Office staff for program/project/activity management and analysis, financial management, monitoring and evaluation and internal and external communications. The incumbent's responsibilities will be unique, but are often carried out in teamwork with other staff members. The incumbent works closely with Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) or activity managers, depending on the specific task and

designation by the HO Director and maintains the Health Office program and project/activity records.

Broadly, the incumbent's responsibilities will include:

Financial Management Assistance

The incumbent supports all Health Office COR/AORs in a wide range of financial management functions, including but not limited to budgeting, preparing procurement, commitment and expenditure plans, accruals and pipeline analyses. The incumbent will assist HO team leaders in projecting budgetary resource needs and sub-commitments to meet cash requirements of implementing partners, based on historical trends, planned expenditures, and ongoing analyses. S/he assists in reviewing pipeline and project expenditure reports, consults with COR/AORs on ongoing and planned activities, and assists them in preparing projected expenditures and annual obligation levels for Office-managed activities. S/he also reviews and monitors project-level obligations, commitments, and expenditures; and, assists COR/AORs in review of and feedback to Implementing Partner on their quarterly accrual estimates, which aids in projecting an accurate picture of Health Office-managed activity expenditures. The incumbent is also responsible for review and tracking of uncommitted/unexpended funds and ensuring these funds are de-committed and de-obligated as soon as possible. S/he will track and report on the pipeline status for Health Office activities on a quarterly basis, and confer with Regional Financial Management Office (RFMO) and Office of Program Support (PS) to ensure unused and unencumbered funds are made available for future reprogramming. Under the President's Emergency Plan For Aids Relief (PEPFAR) program, there are a number of financial tools (DATIM, economic analysis) which are unique to managing HIV/AIDS funds. The incumbent will coordinate with RFMO and PS to ensure these offices enter timely and accurate Phoenix (Accounting & Financial Management Reporting System) information for the PEPFAR partner programs.

The incumbent serves as the primary Health Office (HO) liaison with PS and RFMO on financial matters, organizing and participating in meetings to track and report on the financial progress of Health activities.

Program Management Assistance

The Assistant provides support to all Health Office COR/AORs by performing or coordinating a variety of technical-level program management functions, including, but not limited to, coordination, preparation, and documentation of annual program documents such as the Portfolio Review (every six months), Office Procurement Plan, the Operational Plan, and the Congressional Budget Justification (CBJ). For HIV/AIDS programs under PEPFAR, the incumbent may make site visits to project sites, and, as required, takes the lead in organizing and participating in meetings with other support offices in contracting, financial management, and programming to finalize Health Office input to Plans and to follow progress in meeting Agency and United States Government (USG) requirements. The Assistant serves as the primary contact within the Office for tracking of audit findings and recommendations, coordinating the timeline for needed actions and progress with

COR/AORs, Implementing Partners (IPs), and Government of India (GoI) counterparts in keeping a record of responses and closing out audits; as required, the incumbent attends audit closeout meetings, and works directly with Regional Inspector General - Audit (RIG/A) counterparts and others to coordinate responses needed for program/project/activity adjustments.

Monitoring and Evaluation

The incumbent will provide support to HO staff in planning and carrying out facets of the Monitoring, Evaluation, and Learning (MEL) function. This includes support to activity managers, COR/AORs, and the HO Senior Research and Evaluation specialist in data gathering and analysis across the HO portfolio. S/he will review and analyze project reports, media accounts, and secondary data to assist the monitoring and evaluation specialist in the preparation of success stories, lessons learned, and press releases meeting USG specifications and requirements.

Administrative Support

The incumbent provides a full range of administrative support to Health Office Director providing day-to-day administrative assistance, including document preparation and file maintenance, administrative and logistics support, administrative coordination of the office and linkage with the broader Mission; and provides general administrative support, as requested. The incumbent provides important support to VIP visits, as well as to Temporary Duty (TDY) personnel coming from USAID/Washington or through a contracted organization to support the Health Office. The Assistant provides considerable support for special events, including partners' meetings and other external meetings. S/he assumes significant additional responsibilities in the absence of the Health Office secretaries. S/he also assists in the preparation and updating of orientation materials for new staff. Lastly, s/he serves as the timekeeper for all FSNs in the Health Office.

Language:

Fluency in English and Hindi is required. Fluency in English and Hindi should be at Level IV for speaking, reading and writing.

Knowledge:

The incumbent requires a general knowledge, or the ability to quickly develop and apply knowledge, of the concepts, principles, techniques, and practices of financial management, program management and monitoring and evaluation; and a broad understanding of development efforts in health.

Skills and Abilities:

The work requires tact, good judgment, and the ability to work independently to gather facts, glean information from tables or reports and analyze information; the ability to create and maintain positive working relationships with all members of the Health Office staff; the ability to establish and maintain contacts and good working relationships with counterparts in relevant GoI and implementing partner (IP) organizations; to communicate effectively, both orally and in writing; to obtain, evaluate, and analyze data, and to prepare precise,

accurate, and complete reports; and, to recognize significant developments and trends reflected from collected data and bring it to the attention of colleagues and superior; proficiency in word processing and spreadsheet programs, and ability to quickly learn other office software (Google suite of applications) used within USAID and the USG; ability to acquire good knowledge of USAID programming policies, regulations, methodologies, and documentation is required.

To Apply:

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc

Applications not submitted in the specified form will not be accepted.

2. Submit **electronic copies** of applications to: indiaper@usaid.gov

Or

Print copies of applications to:

Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

3. **Applicants must specify the position title (in Box No. 1) and vacancy announcement number (in Box 3) of the Employment Form.** Applications without reference to a specific advertisement number will not be accepted.
4. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:
 - USAID/India website
 - Devnetjobsindia.org
 - Newspaper
 - Internal Circulation
 - Other (Please specify)

Notes:

Probationary Period: FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees who have moved to a new position after completing this initial probationary period are required to be in their present position for not less than 120 days for applying for another position.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

Age Requirement: Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National (FSN) employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.